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ABSTRACT

Instructions for administrators of Wyoming summer educational programs serving preschool through high school migrant students include guidelines for career education, responsibilities of program components, and staff job descriptions. Funds management, operational instructions, salary determinants, evaluation and recordkeeping requirements, and career education goals and activities are outlined. Responsibilities of the program director, school, health services, contact personnel, computer operator, Migrant Student Record Transfer System, Migrant Parent Advisory Council, and the State Department of Education are detailed. Job descriptions are provided for program director, preschool supervisor, migrant school nurse, instructors, contact person, migrant school health aide, and teacher aides. (LFL)

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Guidelines for Operation of Wyoming Summer MIGRANT Education Centers



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**Guidelines for Operation of
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MIGRANT
Education Centers**

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Guidelines for Operation of Wyoming Summer Migrant Education Centers

1. Migrant education centers shall be administered and controlled by the superintendent and the director of the migrant program of the local school districts in which the centers are located; however, regulations of the Migrant Programs Branch of the U.S. Office of Education and the Wyoming State Department of Education shall always be carefully and fully implemented.

Each center is responsible for the recruitment and selection of its own staff, but every director shall endeavor to secure the services of bilingual staff members in those areas in which the ability to speak Spanish is clearly beneficial. All centers are an equal opportunity employer. The staff should be sensitive to, and understanding of, migrant children and their unique problems.

If a school superintendent is to serve in the capacity of project director in his school, his school board must grant him a written leave of absence during the period of time he will serve in such capacity.

2. Funds for financing migrant centers will be forwarded to the school districts by the Fiscal Services Unit of the State Department of Education. The funds will be in an amount consistent with the project submitted by the directors and approved by the State Coordinator of Migrant Programs. The State Department of Education will make appropriate adjustments to avoid paying funds in excess of a school district's needs.

Expense vouchers shall be prepared by the center directors and checks written for each item. The checks must be signed by the proper school officials before they become valid.

The accountant for each local school district must submit to the Fiscal Services Unit, State Department of Education, on forms furnished in the fiscal packet, a final accounting of all receipts and expenditures. Any surplus must either be returned to the State Department of Education or carried over against the allocation for the following year. Any carryover funds must be transferred into the next fiscal year by an approved amendment prior to making any expenditures against the funds.

3. Pay periods for all personnel in each center shall be determined by the local administration, but deductions for federal and state withholding, Social Security, the Wyoming Fund for Retirement for Teachers, and other deductions required by federal or state laws shall be calculated and determined by the clerk. It shall also be the clerk's responsibility to forward all deductions to the proper government agencies.

4. Directors shall be paid a salary determined by the State Coordinator of Migrant Programs. Members of the teaching staffs shall be paid for the duration of the designated terms of employment; others, for the actual time devoted to the project.

5. The clerk and the treasurer in each center shall be paid an additional sum for the duties imposed by the migrant project in their districts. The sum shall be fixed annually at a meeting of the State Coordinator of Migrant Programs for Wyoming and representatives of local centers. The rate of payment for school buses and other vehicles used for transportation of migrant pupils shall be fixed in like manner.

6. Each center must provide accident insurance for the pupils and staff. It is also strongly recommended that liability insurance be carried for staff members.

7. Evaluations of each project shall be prepared by the several directors upon forms provided. These must be submitted to the proper state official at a time designated by the State Coordinator of Migrant Programs; this date shall not be less than two week from the close of the school's project.

8. Salaries of all instructors in all centers shall be set not to exceed the local education agency's regular schedules. Salaries of aides shall be determined by the local directors on the basis of a schedule approved at a regular meeting of

all directors called by the State Coordinator of Migrant Programs.

9. Each center shall use the Uniform Migrant Student Transfer Form for all pupils.

10. The director of each migrant school must organize a committee representative of the adult migrants of his area. This committee shall meet at least twice during the duration of the summer project and shall make recommendations to the State Coordinator of Migrant Programs as its members may deem expedient. Local committees must be organized during the first week of operation of school.

11. Each center shall, if possible, employ at least 30% bilingual aides. As many bilingual instructors shall be employed by each director as his needs may require and as he is able to secure.

12. The Codes of the State of Wyoming and the opinions of its Attorney General shall prevail insofar as religious instruction during school hours is concerned, but release time may be provided.

13. All staff members must dress in a suitable manner. Health personnel should wear their uniforms while on duty. Any nurse performing nursing functions in any center must hold a current license to practice nursing in Wyoming.

Migrant Education and Career Education

Vocational counseling is a part of the total career education concept. Following are suggestions for a program in career awareness for all students in migrant education.

1. Vocational counseling is offered to all students 5-17 years of age. The counseling is done in small group sessions or on a one-to-one basis:
 - (a) To provide knowledge about employment and the world of work and educational opportunities available.
 - (b) To help each student learn that an individual's major activity is his occupation.
 - (c) To help each student realize that work is admired by society and that people earn a living in many different ways.
 - (d) To help each student realize that schools develop behavior and skills needed for the world of work.
2. Some activities to be implemented include:
 - (a) Career education learning activity packages.
 - (b) Field trips, scheduled to fit the lessons being taught in the classroom. Field trips can introduce occupations such as grocery store, police stations, fire station, department store, construction sites, florist, dairy, bread company, turkey farm, pottery factory, waterworks, jean factory, beauty school, hospital, lumber company, plumbing and heating.
 - (c) Films and filmstrips on different occupations.
 - (d) Resource people, to share their careers with students at all grade levels.
 - (e) Careers, introduced via the various disciplines in the program.

Classroom instruction in career education should be given by teachers as part of their responsibility to the student.

1. How does math apply to the world of work and careers?
2. How does any subject (social studies, science, etc.) taken in school apply to the world or work and careers?
3. How does reading and writing apply to the world of work and careers.

Vocational skills programs are also part of the total career education concept. Examples of programs designed for a hands-on experience are:

1. Students might learn skills in woodworking, welding, auto maintenance and repair, typing, sheet metal work, food preparation, leather work, foundry work and general office skills.
2. Some activities that could be implemented: auto mechanics (the basic parts of a car, how to change tires, battery, spark plugs, oil, water, etc.); how to use power tools such as lathes, jointer, planer, power saws, etc.; different types of welding and their uses; typing (the proper use of the typewriter and basic skills in using the typewriter); food preparation and the different types of dishes one can prepare; proper care of equipment in a kitchen; sewing, learning how to use sewing machines and how to buy materials; making different types of clothing which can be taken home from the program.

Evaluation: Instructor-made testing and project completed is a means of evaluation.

Components of Migrant Education

Responsibilities of Director

1. Supervise migrant programs in the schools:
 - (a) Disseminate information to schools.
 - (b) Monitor student participation.
 - (c) Maintain active communications with entire staff.
 - (d) Provide in-service.
2. Coordinate components of migrant education at the local level.
3. Act as liaison between State Department of Education and local school administration.
4. Prepare budgets and disperse funds.

Responsibilities of School

1. Collect data on students.
2. Supply data to computer operator.
3. Check new forms for errors, tear up old forms, file new forms.
4. Circulate and use new forms.
5. Keep forms up to date.
6. Send copy with student when he withdraws.
7. Supply State Department of Education with necessary reports.
8. Communicate with other components of migrant education.
9. Recruit students.

Responsibilities of Health Services

1. Provide immediate and follow-up health services for students.
2. Provide school with necessary health information.
3. Maintain file of medical migrant student record transfer sheet (information to be maintained in strictest confidence).
4. Update all health information on medical migrant student records transfer sheet. (Medical migrant student record transfer sheet is never to be sent with student.)
5. Devise, with school administration, a workable system of providing information to computer operator.
6. Supply State Department of Education with necessary reports.

Responsibilities of Contact Personnel

1. Collect initial data on students and determine if a particular student is actually migrant.
2. Supply all necessary data to school.
3. Maintain active communication between school, family and other service agencies.
4. Maintain detailed record of students and families.
5. Supply State Department of Education with necessary information.
6. Administer parent questionnaires for State Department of Education evaluation.

Responsibilities of Computer Operator

1. Receive data from recruiters.
2. Sort and interpret data.

3. Prepare data for transmission via computer and transmit to M.S.R.T.S.
4. Correct any format errors on responses from M.S.R.T.S.
5. Communicate to staff any changes in system, urgent situations and critical data.
6. Hold workshops and training sessions, supply materials and operational suggestions.
7. Send any necessary reports to State Department of Education.
8. Maintain complete filing system on all migrant students.

Responsibilities of Migrant Student Record Transfer System

1. Receive data from computer operator, process data and send responses.
2. Print records and mail to school; store data for future reference.
3. Train and supervise computer operators.
4. Prepare instructional materials and hold workshops for school personnel.

Responsibilities of Migrant Parent Advisory Council

1. Review existing summer migrant education program.
2. Make recommendations to local program director relative to any and all facets of the instructional and support services.
3. Become acquainted with the Chapter 1 program.

**Responsibilities of
State Department of Education**

1. Direct activities of the different components of migrant education.
2. Share ideas for migrant education with other states and local education agencies.
3. Supply U.S. Department of Education with necessary data from Wyoming.
4. Evaluate migrant education program through on-site visitations.

Job Descriptions for Select Positions in the Summer Migrant Program

Program Director

Qualifications:

- (a) Must possess a valid Wyoming Education Certificate.
- (b) Must have successful experience in education, preferably at the elementary level.
- (c) Should have an understanding of the unique problems of migrant children.

Reports to: State Coordinator

Supervises: Entire local summer migrant program.

Job Goal: To provide health, nutrition and educational (both affective and cognitive) opportunities to migrant children in accordance with their individual needs.

Performance Responsibilities:

- (a) To provide leadership in creating and presenting a quality program director toward the individual needs of migrant children.
- (b) To disseminate information about the program.
- (c) To maintain communication with community and entire staff.
- (d) To coordinate efforts of religious groups, service organizations, local government and other groups relative to the summer migrant education program.
- (e) To provide in-service for teachers, aides, cooks, nurses, clerks, preschool staff, etc.
- (f) To prepare proposals, budgets and disperse funds.

Terms of Employment: To be negotiated at director's conference.

Evaluation: Performance of this job will be evaluated annually.

Preschool Supervisor

Qualifications:

- (a) A college degree in early childhood education is desirable.
- (b) Should be fluent in Spanish or at least able to understand and speak common phrases.
- (c) Must be at least 18 years of age.
- (d) Should be mature enough to be responsible for the day-to-day activity in the center. Should have the experience necessary to plan and administer a well-rounded program for the promotion of healthy growth and mental development of young children. It is desirable that the preschool supervisor have some courses dealing with child development, the nursery school child, child psychology or related subjects, or at least have equivalent experience with children.

Reports to: Project Director

Supervises: Preschool aides and volunteers assigned.

Job Goal: To promote the healthy growth and mental development of young children.

Performance Responsibilities:

- (a) To assist in the development and implementation of the preschool program; to read manuals and become familiar with all aspects of the program.
- (b) To ensure the physical comfort and care of the children assigned to include talking to the mothers on the first day of school to learn about the child's diet, habits, etc.
 - Bathing children as necessary. (It will be handy to have a table with padding, plastic tub and a tray or box with all the necessary supplies nearby.

Be sure the bath water is not too hot and that safety pins are closed and out of reach.)

- Feeding the appropriate foods. Check with the migrant school nurse on this. (It might be well to dispose of the formula that arrives with the children in the morning in their own bottles, to clean these bottles, label them and put in fresh formula.)
 - Keeping the children clean and dry.
 - Making sure the children get naps.
 - Making sure that children have toys and play according to their age and development.
 - Supervising the infant care aides and volunteers; possibly making daily assignments of children to certain people to ensure that the children get the above care in the proper manner.
- (c) To keep attendance and other necessary records for each child.
 - (d) To ensure that toys and equipment are kept clean and sanitary.
 - (e) To observe children for possible signs of illness.
 - (f) To make sure that children are held, talked to and handled consistently when being cared for, bathed or fed.
 - (g) To assist migrant school nurse during examinations.
 - (h) To assist in getting snacks and lunches for children or assigning this responsibility to an aide or volunteer.
 - (i) To assure safe departure of the children on the bus.

To avoid accumulations of soiled cloth diapers, a disposable diaper may be sent home each day with instructions to put the disposable diaper on the child before he or she comes to school the next morning.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance on this job will be evaluated annually.

Migrant School Nurse

Qualifications:

- (a) Must hold a current license to practice professional nursing in the State of Wyoming.
- (b) Must hold a baccalaureate degree in nursing from an accredited college, having completed basic programs of study in nutrition, behavioral and social sciences, growth and development, mental health, education and public health, including communicable disease control and family-oriented nursing
OR
a diploma from an accredited nursing program, with a minimum of three years successful experience in generalized clinic or hospital nursing.
- (c) Must own automobile.
- (d) Must have current driver's license.
- (e) Must have liability and professional insurance.
- (f) Must comply with such alternatives to the above qualifications as the project director may find appropriate and acceptable upon reviewing the circumstances.

Reports to: Project director and maintains communication with public health services.

Job Goal: To strengthen the educational process of children and youth by helping them to improve or adapt to their health status. Health, as defined by the World Health Organization, is a "state of complete physical, mental and social well-being and not merely absence of disease and infirmity."

Performance Responsibilities:

- (a) To assess and evaluate health and development status through screening tests such as dental, tuberculin, visual, audio and health appraisals, and to establish priority for action.
- (b) To interpret results of medical findings, health and development status of pupils for parents, school personnel and pupils.
- (c) To counsel pupils, parents and school personnel and plan action for eliminating, minimizing or accepting health problems that interfere with effective learning for pupils.
- (d) To make home visits, personally or via the contact person, when deemed necessary to involve the family in meeting the health needs of the child and assuming responsibility for continuing care.
- (e) To provide emergency medical care on-site to all children and staff members, and to plan with the director to designate a qualified substitute to assume first aid responsibilities in the absence of the nurse.
- (f) To provide direct supervision in all matters relating to the health, safety and well-being of children in the day care program including in-service for personnel, bathing, sanitation, illness of staff and children, formulas.
- (g) To maintain concise health records to ensure proper current and future health care.
- (h) To provide for preventative services through immunization clinics, health education programs, demonstrations and audiovisual aids.
- (i) To coordinate school health efforts with public health services.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance of this job will be evaluated annually.

Instructor

Qualifications:

- (a) Must possess a valid teaching or administrative certificate prior to beginning employment with the exception of early childhood education staff.
- (b) A primary grade teacher should have at least three of the last four years' experience as a successful classroom teacher in grades 1, 2, or 3, or age group 6-9 inclusive.
- (c) An intermediate teacher should have at least three of the last four years' experience as a successful classroom teacher in grades 1-6.
- (d) Teachers above grade six should have at least three of the last four years' experience in grades 6 and above.
- (e) Early childhood education staff should preferably have three years' successful experience in programs such as Head Start.
- (f) Must comply with such alternatives to the above qualifications as the project director may find appropriate and acceptable upon review with the State Coordinator.

Reports to: Project Director

Supervises: Teacher aides and assigned volunteers.

Job Goal: To assist students in learning subject matter and/or skills that will contribute to their development as mature, able and responsible adults.

Performance Responsibilities:

- (a) To plan a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
- (b) To create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

- (c) To establish clear objectives for all lessons, units and projects, and to communicate these objectives to students. (Written lesson plans should be submitted to the project director two days in advance of teaching with no deviation.)
- (d) To assess the progress of students on a regular basis and to prescribe, instruct and evaluate as an on-going process.
- (e) To assist the administration in implementing all policies and/or rules of behavior governing student life and conduct for the classroom, and to maintain order in the classroom, hallways and during lunch hour.
- (f) To plan and supervise purposeful assignments for teacher aides and to cooperate with supervisors who evaluate their job performance.
- (g) To take necessary precautions to protect students, equipment, materials and facilities.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance on this job will be evaluated annually.

Contact Person

Qualifications:

- (a) Must be bilingual.
- (b) Should preferably be Mexican-American.
- (c) Must be 18 years of age or older.
- (d) Should have an understanding of the unique problems of migrant children.
- (e) Must have access to a vehicle to use in recruiting.
- (f) Must have current driver's license.

- (g) Must have liability and professional insurance.
- (h) Must comply with such alternatives to the above qualifications as the project director may find appropriate and acceptable upon reviewing the circumstances.

Reports to: Project Director

Job Goal: To contact migrant parents and enroll their children in the summer migrant education program.

Performance Responsibility:

- (a) To contact parents to enroll their children in the summer program.
- (b) To inform parents of other services available in the community.
- (c) To relay information to/from parents, supervisors, teachers and nurse.
- (d) To gather data as outlined on the enrollment form.
- (e) Where possible, to contact the parents more than once during the program.
- (f) To collect parent opinions to be used in the Wyoming State Department of Education's evaluation.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance of this job will be evaluated annually.

Migrant School Health Aide

Qualifications:

- (a) Must have high school diploma or equivalent.
- (b) Graduation from one-year course, with one year or more experience.

Nursing student of accredited college who has completed third year or more of the course.

Bilingual migrant with minimum of two years' progressive experience in health or day care programs.

- (c) Must be at least 18 years of age.
- (d) Must comply with such alternatives to the above qualifications as the project director may find appropriate and acceptable upon reviewing the circumstances.

Reports to: Migrant school nurse

Job Goal: To aid the migrant school nurse in providing health care to the migrant children.

Performance Responsibilities:

- (a) To assist the nurse in preparing for various exams and tests: help obtain and arrange supplies and equipment, fill out forms for exams and tests, take weights and heights of children as directed.
- (b) To assist the nurse during exams and tests: run errands, record test results, and clean and store supplies and equipment.
- (c) To transport children for exams or follow-up care as directed by the nurse.
- (d) To administer oral medications and treatments as directed by the nurse.
- (e) To assist the nurse in maintaining health records and forms.
- (f) To act as interpreter if possible.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance of this job will be evaluated annually.

Teacher Aide

Qualifications:

- (a) Are determined by the program director relative to the needs of the program as outlined in these guidelines.
- (b) Must be at least 18 years of age.

Reports to: Respective teacher

Job Goal: To help teacher increase their skills and improve their performance so that each child in the district may be provided with educational opportunities of a consistently high standard.

Job Responsibilities:

- (a) To observe, consult with, and assist individual classroom teachers in their instructional and classroom performance.
- (b) To work directly with individual students who require special instructional help.
- (c) To assist in organizing and implementing all summer school programs and activities conducted at the school to which she/he is assigned.
- (d) To assist the teacher in subject areas as directed.
- (e) To review with the teacher all plans and schedules to be followed during the teaching day.
- (f) To review with the teacher the work completed at the end of each day and assist the teacher, when requested, in the development of lesson plans for the following day.

Terms of Employment: Salary to be according to current schedule.

Evaluation: Performance on this job will be evaluated annually.